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Noted by

31 July 62  
DDCI

Agenda for Senior Staff Meeting  
Tuesday, 31 July 1962, 0930

1. Comments by DDCI. (See attached.)
2. Organization of Deputy Director (Research)  
Emergency Planning -- Executive Director
3. The Agency's Role in Counter Insurgency --

25X1

25X1

5. Work of the Coordination Staff -

25X1

1. 6. Wm. COLBY - NEW DEPUTY CHIEF  
OF FE - VIETNAM
2. 7. J.C. KING - TRIP TO LATIN AMERICA  
KING NOT PRESENT

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EXEMPTED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

Senior Staff Meeting  
Tuesday, 26 June, 0930 - cancelled. - PFIAB

17 July  
17 "

- " NSC

1. General Carter

Comments

2. Mr. Kinkpatrick

{ Work of Cable Secretariat and Message Center  
Emergency Planning

25X1 3. [redacted] Agency's Counterinsurgency Effort

25X1 4. [redacted]

5. Mr. Houston

Congressional Items

6. <sup>Col. White</sup> ~~Mr. Lloyd~~

Completion of West Parking Lot - Done

Completion of Auditorium

7. Cline

Rundown on basic national security policy  
planning tasks (Rostow paper)

Suggestions for DDCI's Comments at Senior Staff Meeting,  
Tuesday, 26 June 1962, 0930

1. Comment on why DCI is missing meeting -- is appearing at President's Board at 0900; NSC at 1030.

2. Comment on DCI's views as result of his Far Eastern trip; his general reaction to situation; and to Agency's assets and personnel. (If Helms or Sheldon are present you might wish them to expand!)

25X1      3. In introducing [ ] you might wish to give an indication of the very great importance the Administration is putting on counter-insurgency; the heavy requirements being placed on the Agency and the necessity that CIA perform well in view of DCI and President.

4. You might also wish to say something about the importance of training. I don't know how much of this you have first hand, but our supervisors are too inclined to look on training as a filler, and not as an essential ingredient to a successful career. I believe you should stress that more and more the Agency will consider the completion of certain courses to be required before new assignments or promotions can be considered.

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30 July 1962

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Senior Staff Meeting, Tuesday, July 31, 1962

1. Attached is the agenda for the meeting indicating that in addition to you and myself there will be just three presentations of roughly about ten minutes each. To these we might add, if you believe it appropriate, a brief commentary on the situation in Viet Nam by Bill Colby, the returning Station Chief who is now back and taking over as Deputy Chief of the FE Division. While it is true that his information may be a little dated, he is a very astute observer and after several years on the spot would probably have some worthwhile comments. (I suggest that it is not only a good thing for the Agency, but also for the returning Station Chiefs, to have them say a few words to the Senior Staff upon their return particularly when they have done a good job as has Colby.)

2. For your comments, I would like to suggest the following.

*PASSED*  
a. First, I think in view of the fact that some time has past since we had a Senior Staff Meeting, and inasmuch as our "campaign pledge" was to have them every two weeks, you might briefly mention the circumstances requiring their cancellations -- Kirkpatrick going on leave, etc. -- and reaffirm our intention to have them biweekly.

b. The fact that you have been so thoroughly concerned with the [ ] cases and the fact that they have been given such detailed review by a person in your position, is worthwhile of mention. This word will spread fast and will even reach the subjects of the action and provide added emphasis that our action was not capricious. It will also provide an excellent peg to stress supervisory responsibility in weeding out the marginal employees on a regular basis and the necessity for keeping employees advised at all times as to the quality of their work. In this regard, the attached status on delinquency in fitness reports gives a pretty good picture of why employees feel that they don't know their status. I would be willing to make a fairly high wager that the fitness reports to be filled out last are on those employees who are not doing too well.

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c. You may wish to mention our desire to try and get legislation for early retirement this session, but in the event you do I urge that you make it clear that this is not to be discussed outside the Agency.

d. It might be well to make mention at this meeting of the DCI's success in having regular sessions with the Vinson Committee during this session of Congress, and note that this is very healthy from a Congressional relations point of view.

e. I plan to mention, unless you wish to do so, the organization of the Deputy Director (Research). However, it would be very useful if in this context you observe that the basic reorganization of the Agency is now pretty well completed, that everybody knows their responsibilities and has their charter, and that they should get on with the job. I seriously believe that the Agency needs to be needled a bit into getting on with the job and stopping all of this talk about uncertainty, etc.

f. Finally, because it is common gossip in the halls, I think you should mention the Task Force on Personnel Management and the fact that this is now under consideration of the Executive Committee. I would stress the fact that this is a good case in point where people should not speculate or worry about what may happen till the action is taken. If you feel so inclined, you might mention that you think the paper has some good points in it and will help to improve the Agency's personnel management.

*Budget Task Force*

3. For my part I plan to briefly mention the organization of the Deputy Director (Research) particularly stressing the fact that except for Elint, OSI remains in DD/I, and except for some few projects, all of TSD remains in DD/P. I also plan to advise the staff that we are working on our emergency relocation plans, to insure that they are up to date and feasible, and that we feel CIA should be prepared at all times for anything.

*L. B. K.*

Lyman B. Kirkpatrick  
Executive Director

Att.

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COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

You should have a file on  
"Senior Staff Meetings" (or staff  
meetings) -- pls addthese to it.

FOLD HERE TO RETURN TO SENDER

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O/Exec Director

31 July 62

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